

Register of Deeds

Dept: Register of Deeds

FLSA Status: Exempt

General Definition of Work

Performs complex administrative work supervising and performing the recording, indexing, care, maintenance and access to public records, developing records management programs in accordance with state laws and regulations, and related work as apparent or assigned. Work is performed under the limited supervision of the County Manager and Board of Commissioners. Departmental supervision is exercised over all personnel within the department.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

Essential Functions

- Hires and promotes personnel in the department; supervises the work of employees and coordinates internal operations of the office; prepares performance appraisals for employees.
- Prepares and submits annual budget proposal to the County Manager; monitors expenses.
- Maintains budget reports, invoice files, purchase orders and related records as required; projects estimated revenues for the County Manager and the Board of Commissioners.
- Develops bid proposals and specification requirements for equipment, systems or services; obtains bids and negotiates service and maintenance contracts on systems and major office equipment.
- Prepares and processes amendments, legitimations, and/or "delayed" certificates of vital records.
- Supervises the indexing of papers on temporary and permanent records and enters pertinent data necessary to identify instruments, property and parties to the instrument.
- Directs the examination and recording of instruments and makes certified copies of documents recorded as requested.
- Assists the general public and legal professionals with inquiries or requests for marriage licenses, vital records and real estate records; dispenses information or refers questions to correct personnel.
- Works closely with other county departments in the verification of related information in compliance with office policy and procedure and while assisting the general public.
- Administers notary public oaths upon receipt of appropriate documentation.
- Abides by, enforces and participates in the implementation and ongoing oversight of Randolph County Government safety standards and regulations.

Knowledge, Skills and Abilities

Comprehensive knowledge of the rules, laws, practices and procedures of the Register of Deeds Office; thorough knowledge of North Carolina state statutes as they are related to operations of the department; thorough knowledge of standard office methods and procedures, business English, spelling and arithmetic; thorough knowledge of office programs and policies; ability to make arithmetic computations using whole numbers, fractions and decimals; ability to compute rates, ratios and percentages; ability to communicate effectively, both orally and in person; ability to perform a considerable volume of detailed record work; ability to type accurately at a reasonable rate of speed; ability to operate standard office machines and computers; ability to review and direct the work of others; ability to make decisions relating to assigned operations in conformance with applicable laws and policies; ability to solve problems within scope of responsibility; ability to establish and maintain effective working relationships with associates, professional associations, and the general public.

Education and Experience

High school diploma or GED and one to three years experience in detailed record keeping, maintenance of legal documents with supervisory experience, or equivalent combination of education and experience.

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Physical Requirements

This work requires the occasional exertion of up to 25 pounds of force; work regularly requires speaking or hearing and using hands to finger, handle or feel, frequently requires repetitive motions and occasionally requires standing, walking, sitting, climbing or balancing, stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling and lifting; work requires close vision, distance vision and ability to adjust focus; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, operating machines and observing general surroundings and activities; work occasionally requires exposure to fumes or airborne particles and exposure to the risk of electrical shock; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements

- North Carolina Association of Register of Deeds certification.
- Must be 21 years of age.
- Eligible for office.
- Must be bondable.

Competencies

Leading with Integrity: Exhibits ethical and moral behavior in everyday business conduct; Earns trust of others by; disclosing information and admitting mistakes; Recognizes and resolves ethical questions; Ensures organizational ethics are widely understood; Encourages open discussion of ethical issues; Creates an environment that rewards ethical behavior

Negotiation Skills: Clarifies interests and positions of all parties; Adjusts tactics to achieve desired results; Manages conflict, manipulation, and strong emotions; Develops alternative options for mutual gain; Builds consensus through give and take

Managing Customer Focus: Promotes customer focus; Establishes customer service standards; Provides training in customer service delivery; Monitors customer satisfaction; Develops new approaches to meeting customer needs

Quality Management: Fosters quality focus in others; Sets clear quality requirements; Measures key outcomes; Solicits and applies customer feedback; Improves processes, products, and services

Team Leadership: Fosters team cooperation; Defines team roles and responsibilities; Supports group problem solving; Ensures progress toward goals; Acknowledges team accomplishments

Change Management: Develops workable implementation plans; Communicates change effectively; Builds commitment and overcomes resistance; Prepares and supports those affected by change; Monitors transition and evaluates results

Managing People: Defines responsibilities and expectations; Includes subordinates in planning; Takes responsibility for subordinates' activities; Makes self available to subordinates; Provides regular performance feedback; Develops subordinates' skills and encourages growth; Sets goals and objectives; Motivates for increased results; Recognizes contributions of others

Visionary Leadership: Creates a clear, compelling vision; Communicates vision and gains commitment; Acts in accordance with vision; Displays passion and optimism; Mobilizes others to fulfill the vision

Financial Responsibility: Understands financial targets and budget goals; Incorporates financial analysis into strategic decisions; Implements operating budget flexibility to address changing priorities; Creates sound business cases to support expenditures; Promotes conservation of organizational resources

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I have read and understand my job responsibilities as outlined in this job description and will abide by and follow these duties.

Employee Name (Printed)

Employee Signature

Manager Name (Printed)

Manager Signature

Date